

# Fairfax Circuit Court Land Records Cover Sheet Installation Instructions

The cover sheet is designed so that indexing information entered on the cover sheet form is translated into a 2D barcode. The cover sheet and its 2D barcode are then attached as the first page of a document to be recorded in Land Records and the indexing information is automatically read when scanned into the system.

## Minimum system requirements for the Fairfax Cover Sheet XML:

- Pentium CPU with at least 64 MB RAM (128 MB RAM recommended)
- Operating Systems: Windows 95/98, 2000 and Windows XP (incompatible with Windows ME and Vista)
- Internet Explorer 6.0 or higher ([Microsoft Internet Explorer download page](#))
- Adobe Acrobat Reader ([Adobe Acrobat Reader download page](#))

## Installation Notes

- You MUST uninstall any and all existing versions of the cover sheet program.
- If prompted about removing "shared" files; it is recommended that you keep them.

## How to Uninstall the Fairfax Cover Sheet XML

- 1) Go to Start, Settings then Control Panel
- 2) Open Add/Remove Programs
- 3) Click on Fairfax Cover Sheet XML, FXCover, FXCoversheetXML (depending on the version)
- 4) Click on the Add/Remove button
- 5) To remove the application, click on the Yes button
- 6) After the uninstall program finishes, go to My Computer delete the following folder C:\Programs Files\Ffxcover (or C:\Program Files\Standalone Coversheet Setup)

While Fairfax Cover Sheet XML (or FXCover) is being removed from your computer, you may be prompted about whether or not to keep specific files referred to as "shared". If this occurs it is recommended that you keep those files.

## How to Download the Coversheet Application

- 1) Go to the website [http://www.fairfaxcounty.gov/courts/circuit/lr\\_cover\\_sheet.htm](http://www.fairfaxcounty.gov/courts/circuit/lr_cover_sheet.htm) and click the link to download the Cover Sheet installation file (ZIP) for your version of Windows. When prompted, click Open.
- 2) When the contents of the zip file are displayed, double click on setup.exe and follow the installation instructions. If you are prompted with a "Version Conflict", always click on Yes to keep the existing file.
  - a. Note: If you can not open the Zip file then you will need to download and install a Zip file extractor (such as [Winzip](#)).
- 3) Once installation is complete go to Start, Programs (or All Programs) and open FXCoversheetXML.

## What to do if errors persist or if you experience problems

If an error occurs while processing barcodes or calculating fees close the window and save the coversheet data, then close and restart the Fairfax Cover Sheet application. If the error persists then uninstall and re-install the application. If the error continues; document the steps to recreate the error as well as a description of the problem and then contact Fairfax Circuit Court Information Systems.

Please send an email to [ccrhelp@fairfaxcounty.gov](mailto:ccrhelp@fairfaxcounty.gov) with the following information in your trouble report:

Name  
Company name  
Phone  
Email address  
Windows version (including service pack level)  
Internet Explorer version (including update versions and service pack level)  
Date of the last install and the version of the coversheet program  
Adobe Acrobat Reader version